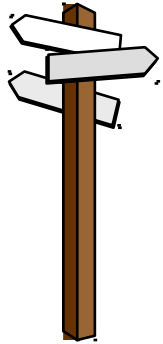# DoD "To-Be" End-to-End Procurement Process Model and Systems Maps

Phase 4: DoD "To-Be" Procurement Process Systems Maps Review

March 3-5, 1999

Game Plan

➢ **Become Familiar With DoD "To-Be" Procurement Process Systems Maps**

- **Review Systems Mapping Conventions**

- **Review Role, System, and Transfer Mechanism Descriptions**

- **Walk Through a High-Level Overview of All Systems Maps**

➢ **Participate in Systems Maps Working Sessions**

- € **Understand Scenarios, in Detail, Relative to the Map**

- € **Question and Answer Period--Identify and Resolve Issues, Questions, and Concerns**

Game Plan (cont'd)

- **Make Appropriate Changes to Documentation**

- **Document Open Issues and Assign Action Items (As Necessary)**

➢ **Discuss Next Steps**
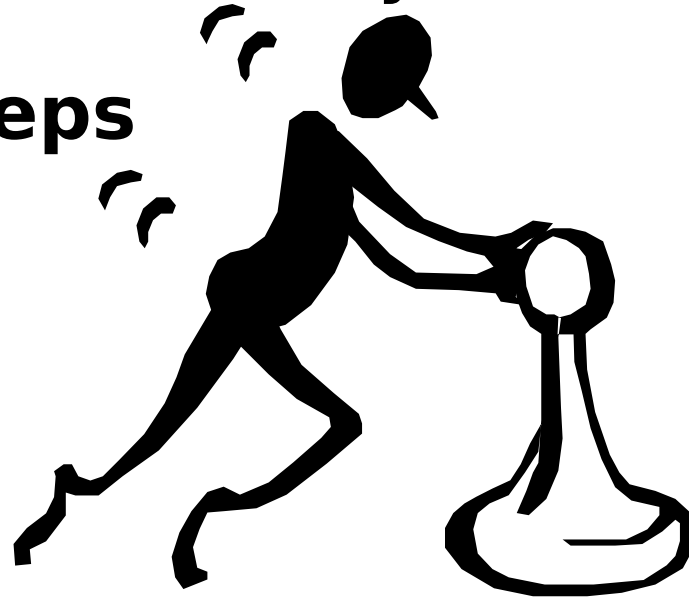
Systems Maps

- **Segmented into Four Systems Maps**
  - **Requirement to Solicitation Map**
  - **Evaluation and Award Map**
  - **Administration and Payment Map**
  - **Financial Reporting and Contract Closeout Map**
- **Really All One Integrated Map**
- **Scenarios (Subprocesses) Developed for Each Map**

Systems Maps (cont'd)

- **Requirement to Solicitation Map**
  - **Funds Distribution**
  - **Requirement Development**
  - **Solicitation/Amendment**
  - **Synopsis and Release of Solicitation/Amendment**

Systems Maps (cont'd)

➢ **Evaluation and Award Map**

    ➢ **Communication To and From the Offeror**

    ➢ **Proposal Evaluation**

    ➢ **Award and Modification**

    ➢ **Committing Available Funds**

Systems Maps (cont'd)

- ## Administration and Payment Map

  - ### Shipping through Acceptance

  - ### Performance Monitoring

  - ### Contract Performance Communication

  - ### Payment

  - ### Request for Refund/Demand Letter and Collection

  - ### FMS Deposits

Systems Maps (cont'd)

- **Financial Reporting and Contract Closeout Map**

  - **Contract Closeout**

  - **Financial Reporting**

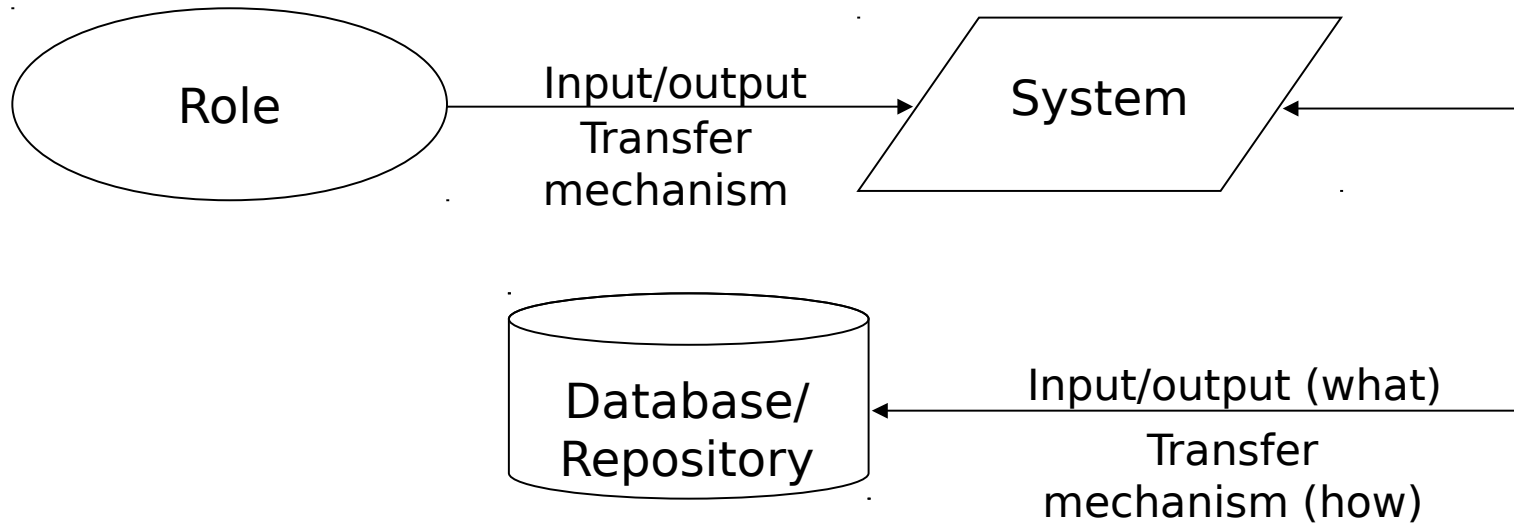- **All Systems Maps**

  - **Monitoring Funds**

Ground Rules

- **During the Overview of the Systems Maps, Please Hold Your Questions Until the Question and Answer Period of the Systems Maps Working Sessions**

- **Each Systems Map Working Session Will Be Limited to Approximately 3 Hrs**

- **Consider the Question and Answer Period of Each Systems Map Working Session a Forum for Resolving Issues, Concerns, and/or Questions Pertinent to That Particular Systems Map**
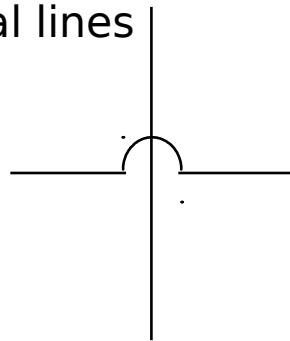
Ground Rules (cont'd)

➢ **Listen Carefully to Others for New Ideas/Insights**

➢ **Stick to the Conversation at Hand**

➢ **Attempt to Limit Conversations Surrounding Issues to No Longer Than 10 Minutes**

➢ **If an Issue Cannot Be Resolved, It Will Either Be Considered:**

- **An Outstanding Issue, Documented With a Proposed Recommendation**

- **An Action Item Documented With an Assignee**

Systems Mapping Conventions

Role → Input/output / Transfer mechanism → System

System → Input/output (what) / Transfer mechanism (how) → Database/Repository

Database/Repository

Intersecting vertical and horizontal lines

Inputs/outputs which branch to multiple processes

Input/output

Input/output

Input/output
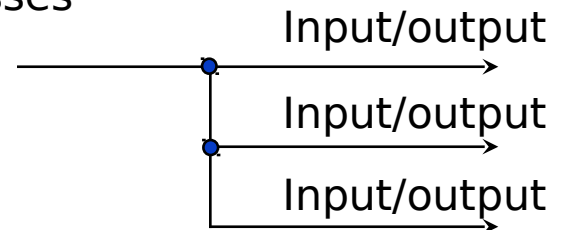
Role Descriptions

➢ **Accounting Office--Responsible for Day-to-day Financial Operations**

➢ **Awardee/Payee--Responsible for Providing Specific Goods and Services Per a Procurement Instrument**

➢ **Configuration Control Board--Responsible for Reviewing, Coordinating, and Approving Change Proposals**

➢ **Contract Administration Office--Responsible for Managing Administration Functions**

➢ **Contracting Office--Responsible for Acquiring Goods and Services**

➢ **Counsel--Responsible for Receiving and Dispositioning Patent Information**

➢ **DCAA--Responsible for Auditing Contractor Costs and Systems**

➢ **Disbursing Office--Responsible for Disbursing Funds**

➢ **DSCA--Responsible for Administrating Defense Security Cooperation Programs**

➢ **End User--Responsible for Establishing the Requirement for a Good or Service**

Role Descriptions (cont'd)

➢ **Evaluation Team--Responsible for the Evaluation of Proposals**

➢ **Financial Manager--Responsible for Ensuring Availability and Proper Use of Funds**

➢ **Industry--Responsible for Providing Goods and Services**

➢ **Offeror--Responsible for Proposing to Provide a Required Good or Service**

➢ **Industry/Other Interested Parties--Responsible for Obtaining Information About DoD Procurements**

➢ **Oversight Authorities (e.g. Service Secretariat, OSD, Service Hq)--Responsible for Providing Guidance in Procurement Activities**

➢ **Payment Office--Responsible for Determining Entitlement**

➢ **Public Affairs--Responsible for the Dissemination of Official Government Information to Congress and to the Press**

➢ **Receiving Activity--Responsible for the Receipts and/or Acceptance of Goods and Services**

Role Descriptions (cont'd)

- **Related Government Agencies (e.g. SBA, DOL, Commerce, GSA)--Responsible for the Administration of Government Programs**

- **Requiring Office--Responsible for Defining and Funding a Business Need for Goods and Services**

- **Review/Approving Officials (e.g. Counsel, SADBU, OSD, Service Secretariat, PEO, Service HQ, Congress, DoL (EEO), SBA, RO, Patent Counsel)--Responsible for Authorizing a Given Action to Be Taken**

- **Service/Agency Comptroller--Responsible for Receiving and Distributing Authorized Funds**

Systems Descriptions

- **Accounting Systems (e.g. STARS, DIAS)--Provides Funds Tracking in Services/agencies and Across Agencies**

- **Commerce Business Daily Net (CBDN)--a Web-based Version of the Publication Entitled Commerce Business Daily**

- **Central Contractor Registration (CCR)--Provides a Registry for Contractor Information**

- **Contractor Information System (CIS)--Provides Contractor Systems Information and Pre-award Survey Information**

- **Contractual Archives--Provides Storage of Closed Contract Files**

- **Defense Data Reporting System (DDRS)--Provides Financial Reports**

- **Defense Integrated Finance System Reengineered (DIFSR)--Provides Records of FMS Deposits**

Systems Descriptions (cont'd)

➤ **Defense Procurement Payment System (DPPS)--Provides Contractor and Vendor Pay Entitlement**

➤ **Defense Security Assistance Management System (DSAMS)--Provides Records of FMS Deposits**

➤ **Defense Standard Disbursement System (DSDS)--Provides the Disbursement of Funds**

➤ **DFAS Corporate Database/DFAS Corporate Warehouse (DCD/DCW)--Provides an Official Accounting Record for Commitments, Obligations, Expenses, Disbursements, and the Office Archive Record of Commitment, Obligation, Expense, Accrual, Disbursement, and Acceptance Information**

➤ **DoD Business Opportunities--Provides a Mechanism for Viewing and Responding to Solicitations**

➤ **Electronic Document Access (EDA)--Provides a Repository of Images of Contracts and Related Documents**

Systems Descriptions (cont'd)

- E-Mall--Provides Access to Electronic Catalogues Via a Web-based Tool

- Financial Archives--Provides Storage of Closed Financial and Accounting Files

- Funds Distribution Systems--Provides Allotment and Allocation of Funds

- Past Performance Automated Information System (PPAIS)--Provides a Central Repository for Contractor Past Performance Information

- Quality Reporting Systems--Provide Information Regarding Failures on and Deficiencies in Supplies

- Requiring Systems (e.g. SMAS, CCSS, ABSS)--Provide the Ability to Generate, Track, and Manage Requirements

- Shared Data Warehouse (SDW--Provides a Central Repository for Contract Information

- Service Financial Management Systems (e.g. BCAS)--Provides Service Specific Funds Management

Systems Descriptions (cont'd)

- **Service/OSD-Specific Contract Reporting Systems--Provides Information on DD 350 and 1067 Reports**

- **Service Specific Websites (e.g. NECO)--a Search Engine for Looking at Service-Specific Websites of Solicitations and Related Technical Information**

- **Specifications and Standards Systems (e.g. ASSIST)--Provides a Repository of Existing Military, Commercial, and Federal Specifications and Standards**

- **Standard Procurement System (SPS)--Provides Contract Authoring, Internal Document Management, and Electronic Filing**

- **SPS Data Entry Tool--Provides a Mechanism for Creating Procurement Requests to Feed SPS**

- **Wide Area Work Flow Tool (WAWF)--a Web-based Workflow Management Tool Used in Order to Route Information to Different Offices**

Transfer Mechanism Descriptions

A Transfer Mechanism Is Defined As the Means by Which Data Is Exchanged.

➢ **Direct Access--Application Which Requires Human to System Interface**

➢ **EDI (e.g. ANSI X-12 Format, User-defined Format, MILS)--Any Standard Form of Electronic Data Interchange**

➢ **EFT--Electronic Funds Transfer**

➢ **Electronic Media (e.g. CD, Tape, Floppy Disk)--Physical Electronic Medium**

➢ **E-mail--Message Distribution System**

➢ **File Transfer (e.g. Download, Upload, Replication)--System to System Link**

➢ **Generic Workflow Tool--Software That Aids the Routing of Documents for Review and Approval**

➢ **Link--Interface Between an Application and Its Underlying Database**

➢ **Outside Agency-Specific Tool--Software That Facilitates Obtaining Information, Reviews, or Approvals**

➢ **WWW--Direct Access Through a Browser**

Overview of Systems Maps: Requirement to Solicitation

➤ **The Requirement to Solicitation Map Depicts the Following:**

- **The Process of Ensuring Monies Are Available to Fund the Requirement**

- **The Initiation of the Requirement and Related Documentation (e.g. Specifications, Sources Sought Synopsis)**

- **The Process of and Communication Related to Developing and Amending Solicitation**

- **The Process of Releasing the Solicitation and Associated Documentation**

Overview of Systems Maps: Evaluation and Award

➢ **The Evaluation and Award Map Depicts the Following:**

- **Communication Between DoD Parties and the Offeror**

- **The "Pre-award" Process of Requesting and Reviewing a Pre-award Survey, Reviewing Contractor Capability (Including Past Performance and Contractor System Status), Auditing Proposals, and Evaluating Offers**

- **Awarding a Contract--the Process of Creating and Distributing the Award and Associated Documentation to the Appropriate Parties**

- **The Process of Committing Available Funds**

Overview of Systems Maps: Administration and Payment

➢ **The Administration and Payment Map Depicts the Following:**

- **The Acceptance of a Good and/or Service From Shipping to the Generation of Acceptance and Distribution of Acceptance Data**

- **Communication During Performance Amongst DoD Parties and Between DoD and the Awardee**

- **The Payment of a Good and/or Service From the Initiation of a Payment Request to the Generation of Payment Instruction and Distribution of Payment to the Awardee/Payee**

- **The Collection of Monies Owed From an Awardee/Payee**

- **The Deposit of FMS Funds**

Overview of Systems Maps: Financial Reporting and Closeout

➢ **The Financial Reporting and Closeout Map Depicts the Following:**

- **The Closeout Process--from the Notification of Final Payment and Delivery to the Development of a Closed Contract Checklist to the Closeout of Contract and Financial and Accounting Files**

- **The Creation and Distribution of Financial Reports**

➢ **All Maps Depict the Following:**

- **The Process of Monitoring Funds**